



NOTICE OF JOB OPENING

JOB TITLE: Assistant Director Financial Accounting

DEPARTMENT: County Auditor – Financial Accounting

POSITION NUMBER: 6102063003

HOURS: 40 hours per week

SALARY: The Auditor's Office offers a competitive salary along with excellent benefits, retirement and job stability.

JOB DESCRIPTION The Financial Accounting Department has approximately 26 employees including four Financial Accounting Managers who supervise the Reporting, Governmental Funds and Subsystem Reconciliations, Capital Assets, and Debt and Capital Projects areas.

Reporting to the Director of Financial Accounting, the Assistant Director of Financial Accounting is a management level position that is able to assume the responsibility for the Financial Accounting Department in the absence of the Director of Financial Accounting.

This position assists the Director of Financial Accounting in implementing GAAP, systems and procedures, work processes, training, budget monitoring, system upgrades, reviewing Financial Statements (including the CAFR) and debt issuance (including the Preliminary and Official Statements) and subsystem reconciliations. Additionally, this position has responsibility for reviewing audit schedules, and researching and resolving a wide variety of issues that involve Financial Accounting.

The Assistant Director will also provide oversight and assistance to the four managers of Financial Accounting as requested by the Director of Financial Accounting.

REQUIREMENTS

The successful candidate:

- Must possess a Bachelor's degree in Accounting. A CPA or Master's Degree is preferred.
- Must have five (5) years of work experience in accounting with a multi-million dollar entity. Experience with a governmental entity preferred.
- Must have five (5) or more years of accounting management experience including preparing and supervising financial statement preparation (preferably preparing a CAFR), subsystem reconciliations, budget monitoring, debt accounting including review of debt documents, and GAAP implementation.
- Must have the ability to read, analyze, prepare and interpret complex financial statements, reports and spreadsheets. Governmental accounting experience preferred.
- Must have experience working with external auditors to manage the audit process.
- Knowledge of State statutes regarding Texas County government preferred.
- Will have five (5) years of experience with major ERP systems in a large organization with complex processes, policies and procedures preferred.
- Must be self-motivated, fluent in the written and oral use of the English language and proficient in MS Office Suite including having advanced Excel skills.
- Must be legally eligible to work in the United States. We do not provide visa sponsorship. No relocation assistance provided.

While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, push, pull and carry up to 20 lbs.

CLOSING DATE: Open until filled

This position is scheduled to last for the duration of the implementation of the County's new financial and accounting system, which has not yet started but is projected to last several years. However, the duration could be shorter or longer. At the end of the implementation project this position may be eliminated and the incumbent may either be transferred to another position within the Auditor's Office and/or County or be terminated. Employees on the Implementation Team may be transferred by management to a full time regular position at any time after commencement of employment.

**HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY
APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL
ORIGIN, AGE OR DISABILITY**